

## Job Aid:

### How to Add Bidder Notification for a Bid Posting

#### This Job Aid shows how to:

- Add Bidder Notification to a Bid
- Generate an email notification to the selected Bidders in COMMBUYS

#### Of Special Note:

COMMBUYS has functionality that enables the buyer to select all vendors who have registered in COMMBUYS and who have designated specific UNSPSC codes for their Vendor profile. If you have already issued a bid and did not select vendors to notify of the Bid opportunity or need to add additional vendors to notify, please utilize this Job Aid. Email notification of bid opportunities in COMMBUYS now requires the buyer to indicate the Vendors/Bidders who will receive an email bid notification. This step is taken on the Bidders screen of a Bid.

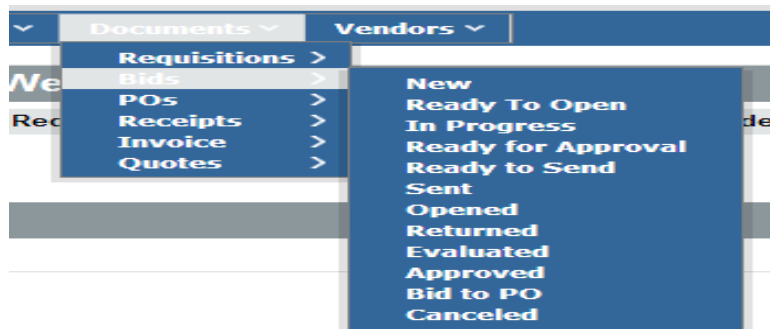
#### Screenshot



#### Directions

1. Launch the COMMBUYS website by entering the URL <https://www.commbuys.com/bsol> in the Browser

Enter your **Login ID** and **password**; click the **Login** button



2. From the Navigation Bar, locate your BID from the Documents Dropdown or use the advanced search icon

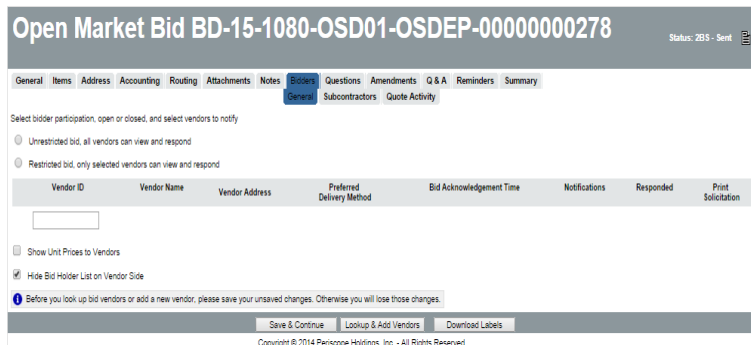
To send notification, the Bid can be in the following status:

- **In Progress**
- **Ready for Approval**
- **Ready to Send**
- **Sent** (even after the Bid has been posted "Bidders" can be added and notified by following the next steps)

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#### Screenshot



#### Directions

3. Once you find and open the Bid, click the **Bidder's Tab**. The Bidder's General Sub Tab opens by default.

**Note:** In this example the Bid is in "sent" status and has been posted in COMMBUYS without selecting or notifying Bidders. Unlike Comm-PASS, you must select vendors/bidders in order for them to receive an email notification.

If this is an open Bid choose the **Unrestricted bid**. This will allow all vendors to view and respond.

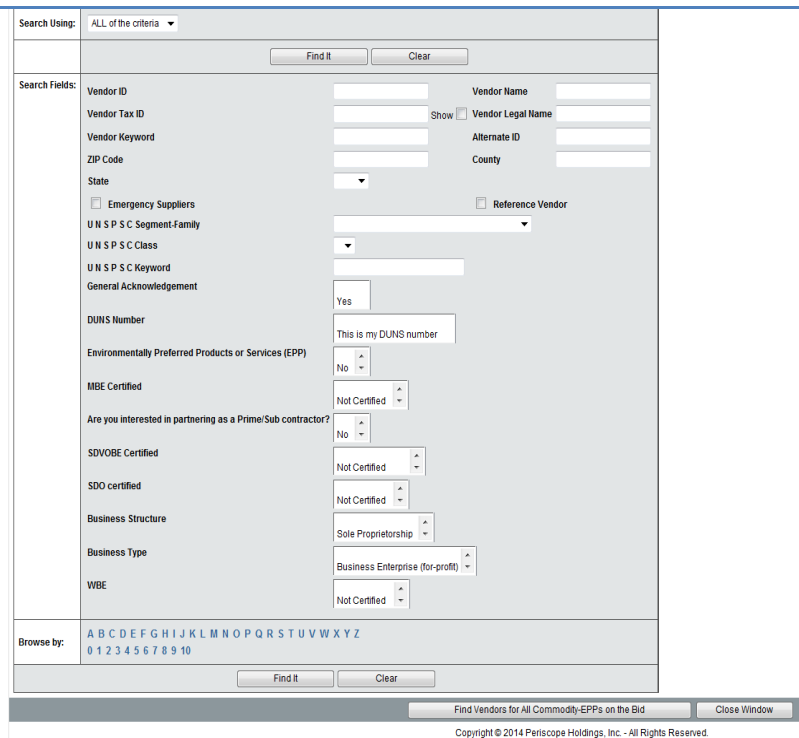
Select the **Lookup and Add Vendors** button to add bidders and to notify vendors via email of a Bid posting.

4. The **Lookup and Add Reference Vendors** screen displays.

Scroll to bottom of the screen and select **Find Vendors for All Commodity-EPPS on the Bid** button.

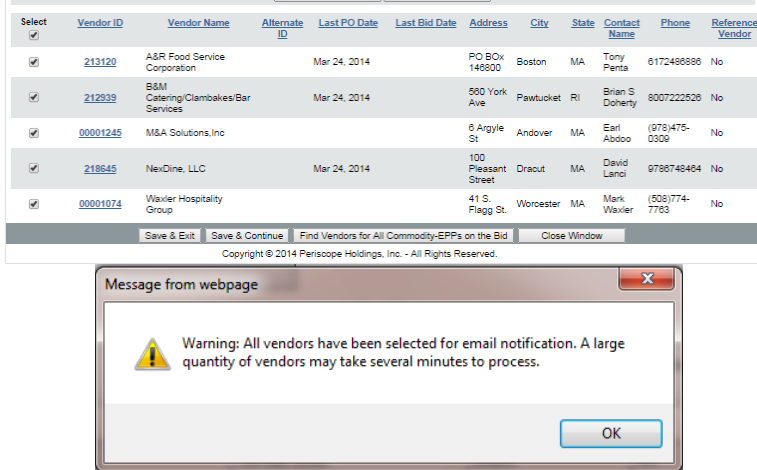
COMMBUYS automatically matches the vendors who have correctly registered with UNSPSC codes and their email to the Bid.

Buyers can also add vendors by name and also use the other search parameters listed, SDO, SBPP, etc. Filter as appropriate.



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### Screenshot



Select	Vendor ID	Vendor Name	Alternate ID	Last PO Date	Last Bid Date	Address	City	State	Contact Name	Phone	Reference Vendor
<input checked="" type="checkbox"/>	213120	ASR Food Service Corporation		Mar 24, 2014		PO Box 148000	Boston	MA	Tony Penta	6172486880	No
<input checked="" type="checkbox"/>	212939	B&M Catering/Climbakes/Bar Services		Mar 24, 2014		560 York Ave	Pawtucket	RI	Brian S. Cohnery	8007222526	No
<input checked="" type="checkbox"/>	00001245	M&A Solutions, Inc.				6 Argyle St	Andover	MA	Earl Abdo	(978)475-0309	No
<input checked="" type="checkbox"/>	218645	NeDine, LLC		Mar 24, 2014		100 Pleasant Street	Dracut	MA	David Lanco	9786748484	No
<input checked="" type="checkbox"/>	00001074	Waxler Hospitality Group				41 S. Flagg St.	Worcester	MA	Mark Waxler	(508)774-7783	No

Buttons: Save & Exit, Save & Continue, Find Vendors for All Commodity-EPPs on the Bid, Close Window

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Message from webpage

**Warning:** All vendors have been selected for email notification. A large quantity of vendors may take several minutes to process.

OK

### Directions

5. All vendors from the search display in the header.

**To Select all vendors.** Check Select box in the header to select all vendors listed. *(This is best practice for adding multiple vendors, specifically for those who are subject to procurement requirements)*

Once the vendors have been selected, choose the **Save & Exit** button.

A dialog message like the one shown here displays when selecting a large number of vendors.

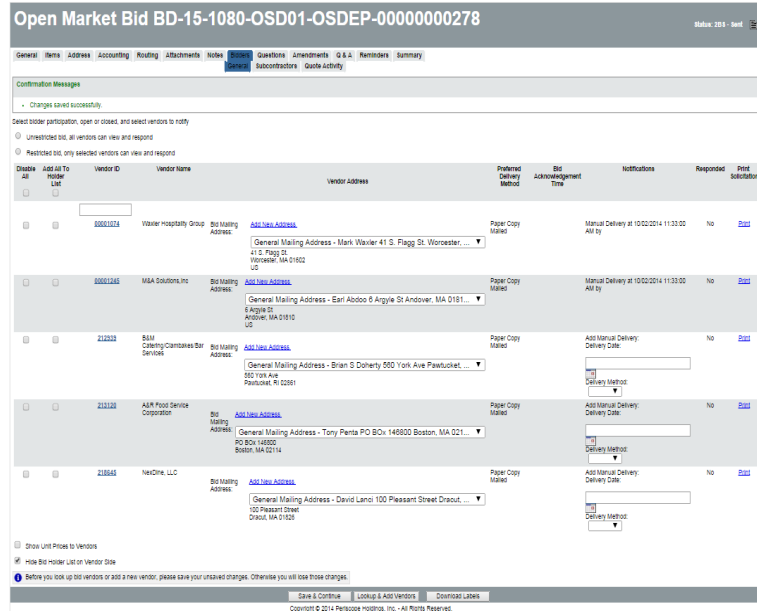
6. After selecting the vendors, the **General Bidders** screen appears listing the Vendor ID, Vendor Address and the Preferred Method of Delivery.

The process in Steps 3-5 can be repeated multiple times to ensure that vendors with different commodity codes relevant for your bid are included. COMMBUYS will create a combined notification list of all vendors you select through multiple vendor searches. If a vendor appears multiple times, COMMBUYS will keep the vendor's name on the list once to avoid duplicate notification.

### For "sent" Bids:

- COMMBUYS will ask how you want to notify each vendor – simply select the contact date (the date you would like them to receive notification) and method for each vendor you wish to add (email)
- Once you have added vendors and notification information, it is best practice to issue an amendment to the original Bid and include the following message: "Issued additional Bidder notification about this Bid." This amendment will trigger an email notification to all vendors listed on the Bid, including those who received previous notifications or if they were previously listed as Bidders.

Next click **Summary tab**



Open Market Bid BD-15-1080-OSD01-OSDEP-00000000278

Status: 201 - Sent

Confirmation Messages: Changes saved successfully.

Default bidder participation, open or closed, and select vendors to notify:

- ☐ Unrestricted bid, all vendors can view and respond
- ☐ Restricted bid, only selected vendors can view and respond

Disable All	Add to Vendor List	Vendor ID	Vendor Name	Vendor Address	Preferred Delivery Method	Bid Acknowledgment Time	Notifications	Responded	Print Notification
<input type="checkbox"/>	<input type="checkbox"/>	00001074	Waxler Hospitality Group	41 S. Flagg St. Worcester, MA 01602 US	Paper Copy Mailed		Manual Delivery at 10/02/2014 11:33:00 AM by	No	Bid
<input type="checkbox"/>	<input type="checkbox"/>	00001245	M&A Solutions, Inc.	6 Argyle St Andover, MA 01810 US	Paper Copy Mailed		Manual Delivery at 10/02/2014 11:33:00 AM by	No	Bid
<input type="checkbox"/>	<input type="checkbox"/>	212939	B&M Catering/Climbakes/Bar Services	560 York Ave Pawtucket, RI 02861	Paper Copy Mailed		Add Manual Delivery: Delivery Date	No	Bid
<input type="checkbox"/>	<input type="checkbox"/>	213120	ASR Food Service Corporation	PO Box 148000 Boston, MA 02114	Paper Copy Mailed		Add Manual Delivery: Delivery Date	No	Bid
<input type="checkbox"/>	<input type="checkbox"/>	218645	NeDine, LLC	100 Pleasant Street Dracut, MA 01928	Paper Copy Mailed		Add Manual Delivery: Delivery Date	No	Bid

Buttons: Save & Continue, Lookup & Add Vendors, Download Labels

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OPERATIONAL SERVICES DIVISION

## Job Aid:

### How to Add Bidder Notification for a Bid Posting

#### Screenshot

**Open Market Bid BD-15-1080-OSD01-OSDEP-00000000278** Status: 2BS - Sent

General Items Address Accounting Routing Attachments Notes Bidders Questions Amendments Q & A Reminders Summary

**Header Information**

Bid Number: BD-15-1080-OSD01-OSDEP-00000000278 Description: Test Test Status: 2BS - Sent  
Purchaser: Buyer Buyer Minor Status: How Solicited: Email  
Organization: Operational Services Division Department: OSD01 - Operational Services Division Location: OSD01 - Congress St  
Fiscal Year: 15 Allow Electronic Quote: Yes Required Date: 10/02/2014 11:24:00 AM  
Show On Web: Yes Bid Opening Date: 10/01/2014 11:24:00 AM  
Purge Date: Bid Type: Open Bid Informal Bid: No  
Control Code: Estimated Cost: \$0.00 Print Detail: No  
Alternate ID: Purchase Method: Open Market Catalog Id (for contract):  
Blanket/Contract Begin Date: Blanket/Contract End Date: Type Code:  
Info Contact: Bulletin Desc: Pre-Bid Conference:  
U N S P S C Code Certified Required: No Acknowledge inclusion required: No Hour of Acknowledge inclusion: 0.0  
Subcontractor Info: Quote Notification: No  
Date Last Updated: 10/02/2014 11:25:56 AM User last Updated: Buyer Buyer Item Single Award Only: No  
Ship-to Address: One Ashburton Place, Room 1017 Bid-to Address: One Ashburton Place, Room 1017 Bid Print Form  
Boston, MA 02105 Boston, MA 02105  
Email: test@paperscope.com Email: test@paperscope.com  
Solicitation Enabled: No  
Invoice Method: Three Vday Match

**Bidders:**

Vendor Id	Vendor Name	Preferred Delivery Method	Notifications	Responded
00001374	Waxler Hospitality Group	Paper Copy Mailed	No	
00001340	W&A Solutions Inc	Paper Copy Mailed	No	
212033	B&M Catering/Cleanlines Bar Services	Paper Copy Mailed	No	
212120	A&R Food Service Corporation	Paper Copy Mailed	No	
213645	N&Dine, LLC	Paper Copy Mailed	No	

**Transaction Size (Commonwealth Departments Only):**  
Bid Field Demo:

**Attachments**

**Files:**

**Forms:**

**Item Information**

Item # 1: Services test purchase 2BS - Sent

U N S P S C Code: 8010127  
COMMUNITY SERVICES

Qty	Unit Cost	UOM	Total Discount Amt.	Tax Rate	Tax Amount	Total Cost
1.0	\$0.00	EA - Each	\$0.00		\$0.00	\$0.00

Manufacturer: Brand: Model:  
Make: Packaging:

Account Code: Amount:

There is no item accounting available for this item.

**Pre-bid Approval Path:**

There are no approval paths found for this Bid.

Cancel Bid Clone Bid Print

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#### Directions

7. On the summary tab, there is now a **Bidders** field in the middle of the Header Information.

If you have already issued a bid, which would be in "sent" status, and did not select vendors to notify of the Bid opportunity or need to add additional vendors to notify, you have now added Bidders you can stop at this step.

8. Review the **Item Information** section of the Summary tab to ensure correct UNSPSC codes were added.

Click the **Submit for Approval** button at the bottom of the Summary Tab if this Bid has not been posted. If the Bid is in a "sent" status you will not need to submit this for approval.

9. Once the Bid has been approved, open it back up to the **Summary** tab and scroll to bottom to Send the Bid.

The Buyer will have two options under **Send Bid Actions**:

- Option 1: COMMBUYS defaults to **Change Bid status to 'sent' and notify vendors**. Best practice is to keep the default (Option 1)
- Option 2: Change bid status to **"Sent" only: does not send email notification to Bidders**

Click **Send Bid** button. The document status changes to **2BS 'Sent'** status.

**Backlinks**

**File:**

**Forms:**

**Item Information**

Item # 1: 2BS - Progress

U N S P S C Code: 4515104-000

Item # 1: 2BS - Progress

Qty	Unit Cost	UOM	Total Discount Amt.	Tax Rate	Tax Amount	Total Cost
1.0	\$0.00	EA - Each	\$0.00		\$0.00	\$0.00

Manufacturer: Brand: Model:  
Make: Packaging:

Account Code: Amount:

There is no item accounting available for this item.

Submit for Approval Clone Bid Print

**Send Bid Actions**

Option(s) ☒ Change bid status to "Sent" and notify vendors ☐ Change bid status to "Sent" only.

Send Bid

Cancel Bid Clone Bid Print

Status: 2BS - Sent

